



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: **MARIA ZAIDA A. FLORES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.59	30%	1.377
TOTAL NUMERICAL RATING			4.835


TOTAL NUMERICAL RATING: **4.835**

Add: Additional Approved points, if any: _____


TOTAL NUMERICAL RATING: **4.835**

ADJECTIVAL RATING: **OUTSTANDING**

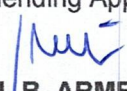
Prepared by:


MARIA ZAIDA A. FLORES
Name of Staff

Reviewed by:


ROMEL B. ARMECIN
NARC, Director

Recommending Approval:


ROMEL B. ARMECIN
NARC, Director

Approved:


SANTIAGO T. PEÑA JR.
Vice- President for RE&I

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA ZAIDA A. FLORES**, *Administrative Aide III* of the National Abaca Research Center-Visayas State University commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 2024 to June 2024**.

MARIA ZAIDA A. FLORES

Ratee 7/11/24

Approved: **ROMEL B. ARMECIN**

Director, NARC 7/12/24

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO5: Research & Extension									
Admin. & Support Services									
Efficient & Customer friendly frontline services	Frontlining	Frontliner Services	no complaint						
Secretariat Work	Prepared, Encoded, Compiled ISO documents assist DDRC	Prepares /Compiles /assist DDRC to facilitates and submit ISO documents	5	15	5	5	5	5	
	Number of Outgoing Communication/Letter Request prepared	Prepares Outgoing Communication, Letter Request & etc.	4	8	5	5	5	5	
	Number of Job Request Prepared	Prepares Job Request	2	5	5	5	5	5	
	Number of Prepares IPCR (Target & Accomplishment CY-2022)	Prepares and Encode printed IPCR Target & Accomplishment CY-2022	1	2	5	5	5	5	
	Numbers of PPMP & PRs prepared/submitted	Prepares PPMP & PR's	1	2	5	5	5	5	
	Number of standard government forms	Prepares standard government forms:	15	35	5	5	5	5	
		RIS	2	6	5	5	5	5	
		Obligation Slip	2	6	5	5	5	5	

		Disbursement Voucher	3	8	5	5	5	5	
		Travel Order	4	15	5	5	5	5	
		Trip Tickets	3	8	5	5	5	5	
		Inspection Report	3	8	5	5	5	5	
		Cash Advances	1	1	4	5	5	4.67	
		Liquidation Report	1	1	4	5	5	4.67	
		Itinerary of Travel	1	2	4	5	5	4.67	
		Application for Leave	2	6	5	5	5	5	
		Job Request	2	6	5	5	5	5	
	Number of Incoming & Outgoing Communication/Internal Clearance VSU Staff accountability	Records Communication	15	45	5	5	5	5	
	Number of Bills of payment prepared for lab analysis/fabrication of stripping machine	Prepares encode, printing and handed bills to requesting person/other units	1	1	4	5	5	4.67	
	Number of PDS, CV, PDF of Faculty & Staff & JO Personnel facilitated & updated	Updates to Facilitate & consolidate	1	3	5	5	5	5	
	Number of NARC documents consolidated/filled	Consolidates NARC documents files	15	30	5	5	5	5	
	Number of NARC activities such as NARC staff meetings/other activities facilitated	Facilitates NARC/other VSU activities	2	6	5	5	5	5	
	Number of Attendance to Meetings/Trainings/Workshop/Conferences & thru face to face & Virtual Web nar	Update the schedule of activities for participation attends meetings/seminars	2	5	5	5	5	5	
	No. of documents prepared/processed/released w/in the day approved by the Director (error free documents)				4	4	5	4.33	
		90%	45%	95%					

	Number of Treasurer's Report prepared	Financial Report center activity	1	3	✓	✓	✓	✓	
Other Services	Number of Committee Member	Does task assigned as member of the Committee	2	3	✓	✓	✓	✓	
	aDDRC Assignment	Assist to facilitates/records /coding of ISO documents for submission & perform other duties & responsibilities	10	25	✓	✓	✓	✓	
Total Over-all Rating								4.94	
Ave. Rating (Total Over-all rating divided by 4)				4.94	Comments & Recommendation for Development Needs to participate trainings related to the assigned task.				
Additional Points:									
Punctuality				-					
Approved Additional points				-					
(with copy of approval)									
FINAL RATING				4.94					
ADJECTIVAL RATING				Outstanding					

Evaluated & Rated by:

Recommending Approval:

Approved by:

ROMEL B. ARMECIN

NARC, Director

7/12/24

IVY C. EMNACE

Director for Research

7/16/24

SANTIAGO T. PEÑA

Vice President OVPREI

7/18/24

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **MARIA ZAIDA A. FLORES**

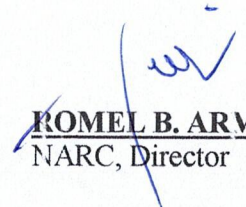
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
Preparation of:								
1	Frontlining	No Complaint	January 1, 2024	June 30, 2024				Needs to participate trainings related to the assigned task
2	Prepared, Encoded, Compiled ISO documents	5	January 1, 2024	June 30, 2024	15	Very Impressive	O	
3	Number of Outgoing Communication/Letter Request prepared	4	January 1, 2024	June 30, 2024	8	Very Impressive	O	
4	Number of Job Request Prepared	2	January 1, 2024	June 30, 2024	5	Very Impressive	O	
7	Number of Prepares IPCR (Target & Accomplishment CY-2021)	1	July 1, 2023	June 30, 2024	2	Very Impressive	O	
8	Numbers of PPMP & PRs prepared/submitted	1	January 1, 2024	June 30, 2024	2	Very Impressive	O	
9	No. of standard government forms	37	January 1, 2024	June 30, 2024	115	Very Impressive	O	
10	Number of Incoming & Outgoing Communication/Internal Clearance VSU Staff	15	January 1, 2024	June 30, 2024	45	Very Impressive	O	

	accountability						
11	Number of Bills of payment prepared for lab.analysis/fabrication of stripping machine	1	January 1, 2024	June 30, 2024	1	Very Impressive	O
12	Number of PDS,CV,PDF of Faculty & Staff & JO Personnel facilitated & updated	1	January 1, 2024	June 30, 2024	3	Very Impressive	O
13	Number of NARC documents consolidated/filed	15	January 1, 2024	June 30, 2024	30	Very Impressive	O
14	Number of NARC activities such as NARC staff meetings/other activities facilitated	2	January 1, 2024	June 30, 2024	6	Very Impressive	O
15	Number of Attendance to Meetings/Trainings/Workshop/Conferences & thru Virtual Webinar	2	January 1, 2024	June 30, 2024	5	Very Impressive	O
16	Number of Treasurer's Report prepared	1	Monthly		3	Very Impressive	O
17	Number of Committee Member incoming phone calls	2	January 1, 2024	June 30, 2024	3	Very Impressive	O
18	dDRC Assignment	10	January 1, 2024	June 30, 2024	25	Very Impressive	O

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ROMEL B. ARMEJIN
NARC, Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA ZAIDA A. FLORES

Performance Rating: OUTSTANDING

Aim: To have smooth office operation.

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: June 30, 2024

First Step:

- Process office documents.
- Assists entertaining visitor and clients.

Result:

- Quick and effective processing of documents.
- Visitor and clients satisfaction

Date: January 1, 2024

Target Date: June 30, 2024

Next Step:

- Assist the director in conducting center's activities and render overtime if necessary.

Outcome:

- Effective implementation of the centers activities.

Final Step/Recommendation:

- Needs to participate trainings related to the assigned task.

Prepared by:


ROMEL B. ARMECIN
Unit Head

Conforme:


MARIA ZAIDA A. FLORES
Name of Ratee Faculty/Staff



Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 to June 30, 2024**

Name of Staff: **MARIA ZAIDA A. FLORES**

Position: **Admin. Aide III**

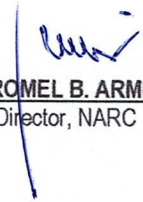
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score						
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				

1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score					
Average Score					4.58

Overall recommendation : _____


ROMEL B. ARMECIN
 Director, NARC

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.